



## King County

### ADMINISTRATIVE SPECIALIST II

#### DEPARTMENT OF EXECUTIVE SERVICES - RECORDS, ELECTIONS & LICENSING SERVICES DIVISION ELECTIONS SECTION

Hourly Range \$15.35 - \$19.46

Job Announcement No.: 04SB4177

OPEN: 03/31/04 CLOSE: 04/20/04

**WHO MAY APPLY:** This position is open to the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **King County Human Resources Division, 500 4<sup>th</sup> Ave, Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Bill Huennekens, Superintendent of Elections, at (206) 296-1548 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATIONS:** Primary work location is the King County Administrative Building, 500 – 4<sup>th</sup> Avenue, Room 553, downtown Seattle. May be assigned to satellite office at 3901 1<sup>st</sup> Avenue South, Seattle during election periods.

**WORK SCHEDULE:** This position is covered by the provisions of the Fair Labor Standards Act and is overtime eligible. This position works a 35-hour workweek, typically 8:30 a.m. to 4:30 p.m., Monday through Friday. Evenings and weekends are required during election time periods.

**PRIMARY JOB DUTIES INCLUDE:** Provide clerical and administrative support related to voter registration and election operations. Provide election specific information relating to established policies, procedures, codes, regulations and other relevant sources, to internal and/or external customers by telephone, in writing and/or in person; perform production level data entry with speed and accuracy; review documents for completeness and determine eligibility; process mail that may require forwarding to appropriate departments, respond to mail that can be handled personally, identify priority and/or time sensitive matters and maintain security and confidentiality; proofread, edit, file, and perform other clerical duties; work effectively and cooperatively with customers and team members.

**QUALIFICATIONS:** One year of experience involving customer contact preferably in a high volume setting and two years of increasingly responsible clerical experience including:

- Ability to speak fluently in English and Cantonese and the ability to read and write in English and Chinese.
- Excellent verbal and written communication skills.
- Excellent customer service skills including effective listening and problem-solving and ability to deal courteously, professionally and tactfully with the public.
- Demonstrated ability to develop and maintain effective working relationships with others, including skills working effectively with diverse populations, and a wide variety of people/agencies internal and external to the County.
- Ability to work with vendors to obtain quotes, order supplies, schedule deliveries, etc.
- Ability to perform research to gather and prepare information for review and decision making purposes
- Ability to perform duties and maintain composure under difficult and stressful situations.
- Demonstrated ability to use a computer, including use of Windows-based software such as Excel, Word, Access.
- Demonstrated proficiency performing data entry (will be tested).
- Demonstrated attention to detail, punctuality, dependability and good work attendance.

**NECESSARY REQUIREMENTS:**

- Valid Washington State Driver's License.
- Ability and willingness to work mandatory overtime.
- Occasional lifting of up to 25 pounds.

**UNION MEMBERSHIP:** Positions in this classification are represented by Teamsters Local 117, Administrative Support.

**CLASS CODE: 8387 SEQUENCE NUMBER: 0082**